REGISTRATION PROCEDURE
Spring 2024

I- Pre-Registration: December 04 to 08, 2023.

1- Log in to Student Information System (SIS) to retrieve your payment slip.

2- Before registration, kindly pay a **non-refundable Payment On Account** in the amount of 7,500,000 L.P and 600 US dollars in cash at the university to be deducted from the tuition fees if registered.

3- Check the posted course offering to decide which courses you need to register.

4- Register online according to the following schedule:

Days	Student ID
Monday December 04, 2023	XXXXXX - A1920999
Tuesday December 05, 2023	A2010001 – A2020999
Wednesday December 06, 2023	A2110001 – A2120999
Thursday December 07, 2023	A2210001 – A2220999
Friday December 08, 2023	A2310001 – A2313XXX

5- Log in and get your courses registered; in case you face any problem, kindly ask your advisor for assistance or call the Office of the Registrar at extensions 1213, 1670, or 1245 to solve your problem.

6- Print your course schedule and make sure that all the information is correct (ID, name, semester, major, courses, and sections). **You are fully responsible for all data listed on your printout.**

7- **Log out and make sure you click the X button on the top right-hand corner.**

8- Log in to Student Information System (SIS) to print your payment slip, 72 hours following your pre-registration.

II- Final Registration:

Pay at the Bank before January 04, 2024 as a deadline; *otherwise, your pre-registration will be cancelled.*

III- Late Registration:

From January 15 to January 19, 2024.
A fee of 1,000,000 L.P. will be charged.

IV- Withdrawals

If, for justifiable reasons, a student decided to withdraw after registration, fees are refunded according to the following policy:

Before the official beginning of semester	75% of full tuition fees
During the first week of semester	50% of full tuition fees
During the second week of semester	25% of full tuition fees
After the second week of semester	0% (The student will receive a grade of " W " on all courses and will be 100% financially responsible.)